



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

July 1, 2008

Subject: NCLB Highly Qualified Teacher Requirements

Dear Educator:

Ensuring all Arizona children receive the high-quality education they deserve requires an effective teacher in every classroom along with school and district leadership that is focused on raising achievement. Arizona's educators – from the classroom teacher to the superintendent – are the most important component of our state's strategy for educational success. Arizona further recognizes that teacher quality has a major impact on student achievement, and we remain committed to the goal of ensuring that every child in Arizona is taught by a highly qualified teacher who is equipped to teach in a way that enables every student to experience academic success.

The first step in Arizona's Revised State Plan requires every teacher who is not "highly qualified" to complete an Individual Teacher Plan. **Because you are not considered "highly qualified" under NCLB, you are required to complete the attached Individual Teacher Plan in cooperation with your building level administrator.** Title II-A, Title III and Title IV funds may be used to provide financial assistance for non-highly qualified teachers in becoming highly qualified. This form is to be retained at the school site as a record of your building administrator's monitoring of your progress.

Additionally, Title I schools must provide each parent "timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by a teacher who is not highly qualified" [Section 1111(h) (6)].

If you have questions concerning completion of this form, please contact Elizabeth Stewart at (602) 542-5344, or email Elizabeth.Stewart@azed.gov.

Thank you as we work cooperatively to ensure an effective teacher in every Arizona classroom.

Sincerely,

A handwritten signature in cursive script, reading "Patricia L. Hardy".

Patricia L. Hardy
Director of Title II-A
Highly Qualified Professionals Unit
Academic Achievement Division